

CITY OF RIVERSIDE

0460

0465

HUMAN RESOURCES DEPARTMENT

11/03/03

Revised

CLASSIFICATION SPECIFICATION

TITLE: ACCOUNTING TECHNICIAN
ACCOUNTING TECHNICIAN (CONFIDENTIAL) - (Accounting/Payroll)

DEFINITION

Under general supervision, to perform technical and detailed accounting work involved in the maintenance of the general ledger and fixed asset accounting systems or in the preparation, review and processing of payroll records and documents in a centralized payroll; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level para-professional classification in the Accounting Technician Series. The Accounting Technician class is distinguished from the Senior Account Clerk classification by the difficulty and complexity of work and the specialized nature of work performed requiring specific accounting or payroll knowledge and skills. This classification is further distinguished from the Senior Accounting Technician which performs advanced para-professional and technical accounting duties, serves as a liaison to Information Systems on programming and system modifications, and maintains a higher level of security.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff which varies by position.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Identify and resolve problems and inconsistencies, determining corrective entries involved in maintaining accounting controls.
- Coordinate accounting/payroll activities with other City departments, divisions and sections.
- Answer questions and advise on procedures in preparing general ledger, fixed assets or payroll transactions.
- Utilize various computer software to carry out assigned accounting/payroll duties.
- Input and retrieve data and produce reports using an on-line computer.

In addition to the above duties, when assigned to Accounting:

- Prepare and audit materials requiring analyses of supporting documents insuring that all entries and adjustments are entered properly in the system.
- Examine, reconcile, balance and adjust accounting records.
- Maintenance of a fixed asset system, including reviewing invoices to determine existence of fixed asset, input of transactions into computer system and other miscellaneous tasks.
- Prepare a variety of state, federal and local claims, statements and reports from a variety of sources, preliminary data, accounting records and computer printouts.

- Calculate costs for invoicing various billable work orders, damage claims, leases and various assignments.

In addition to the above duties, when assigned to Payroll:

- Receive, review, verify and process payroll records, documents and other related material.
- Review related payroll items for completeness, accuracy and compliance with City and departmental policies and procedures, memorandum of understanding, state and federal laws and other regulations.
- Maintain records for various employee payroll deductions and leave reports.
- Process periodic billings for services such as association and union dues, attachments and other wage claims against employees.
- Release payroll information to legally authorized agencies and City employees.
- Prepare correspondence, reports, forms and other financial documents.

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping.
- Accounting and/or payroll practices and procedures.
- Basic fixed asset accounting practices and procedures.
- Reporting requirements of various state and federal agencies.
- Modern office practices and procedures.
- Business math.
- Personal computer operation and software applications.

Ability to:

- Understand and interpret the principles, laws and procedures involved in fiscal record keeping, general ledger and fixed asset in accounting and/or payroll functions.
- Maintain detailed and accurate accounting and/or payroll records.
- Prepare financial reports and maintain ledgers and journals.
- Produce accurate pay warrants, documents and related reports.
- Compile and reconcile numerical and financial data.
- Prioritize work, coordinate multiple activities and provide necessary follow-up.
- Operate standard office equipment including personal computers and related software.
- Analyze data and draw logical conclusions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with others, both orally and in written form.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade supplemented by college level courses in accounting.

Experience: **Accounting positions:** Four years' increasingly responsible experience in the maintenance of financial, fiscal and related statistical records

Or

Payroll positions: Four years' increasingly responsible experience in the preparation, review and processing of payroll records and documents in a centralized payroll.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Accounting Technician

TO: Senior Accounting Technician